



Agenda Item Form

Agenda Date: June 29, 2004

Districts Affected: District 6

Dept. Head/Contact Information: Byron Johnson, Director of Purchasing

Type of Agenda Item:

- | | | |
|---|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Request for Professional Services.</u> | | |

Funding Source:

- ☐ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☒ Other Source: Project PBE04FI105, Fund 29162, Dept 14200404, Account 508000. 2004 Bond Election

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

The appraisal of property located on Pine Springs, Lots 24 Through 28, Block 1, Vista Commercial Park, El Paso, El Paso County, Texas PID V867-999-0010-2400 is necessary because the property is being considered for the location of new Fire Station #35, approved by voters during February's 2004 Bond Election.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

To comply with voters request for a new fire station in district 6.

Statutory or Citizen Concerns:

None

Departmental Concerns:

None

*

DATE: June 23, 2004
TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313
THRU: Aurora Wells
Interim Bid Clerk ext. 4038

Byron E. Johnson

CITY CLERK DEPARTMENT
2004 JUN 29 PM 2 03

Please place the following item on the **CONSENT** agenda for the Council Meeting of **JUNE 29, 2004.**

Item should read as follows:

Request approval for the Director of Purchasing to issue a purchase order to Ralph Sellers and Associates in the amount of \$1,500.00 for appraisal services for the property locate on Pine Springs, Lots 24 through 28, Block 1, Vista Commercial Park, El Paso, El Paso, County, Texas, PID V867-999-0010-2400. This property is being considered for the location of Fire Station 35, approved by voters in February's 2004 election.

Department: Building and Planning Services

Contact person: Alfonso Guerrero Jr., Procurement Analyst at 541-4654.

AGENDA FOR: **JUNE 29, 2004**

PURCHASING DEPARTMENT

TO: City Clerk

FROM: Byron E. Johnson, C.P.M.
Director of Purchasing

THRU: Alfonso Guerrero Jr.
Procurement Analyst *AG*

DATE: June 23, 2004

Please place the following item on the CONSENT COUNCIL AGENDA for the Council Meeting of Tuesday, June 29, 2004.

Item should read as follows: Request approval for the Director of Purchasing to issue a purchase order to Ralph Sellers and Associates in the amount of \$1,500.00 for appraisal services for the property locate on Pine Springs, Lots 24 through 28, Block 1, Vista Commercial Park, El Paso, El Paso, County, Texas, PID V867-999-0010-2400. This property is being considered for the location of Fire Station 35, approved by voters in February's 2004 election.

Department: Building and Planning Services

CITY CLERK'S USE:

ITEM NO. _____



file
FS #35

**CITY OF EL PASO, TEXAS
BUILDING & PLANNING SERVICES**

June 21, 2004

TO: Byron Johnson, Director of Purchasing

COPY TO: Patricia D. Adauto, Deputy CAO for Building & Planning Services
Kevin Elkins, Assistant City Attorney
Robert Ramirez, Building & Planning Services
Rick Talamo, Building & Planning Services

FROM: Teresa Quezada, CIP Administrator, Building & Planning Services

SUBJECT: Recommendation for Sellers & Associates

Teresa Quezada
6/21/04

Building and Planning Services has reviewed the qualifications received from the two responsive firms for appraisal services required in connection with the acquisition of property for Fire Station #35, a 2004 bond election project. Based on the review of qualifications, Sellers and Associates was selected as the appraisal firm. Their subsequent submittal indicating a cost of \$1,500 and time to complete in five business days from the City's notice to proceed is also acceptable.

The appraisal is for property located on Pine Springs, Lots 24 through 28, Block 1, Vista Commercial Park, El Paso, El Paso, County, Texas, PID V867-999-0010-2400. This property is being considered as the location for Fire Station 35, a new fire station approved by the voters in February 2004. Building and Planning Services has coordinated with the Fire Department to identify preferred sites for fire station locations. This is one of the identified sites. The property owner has been contacted and appears to be a willing seller. Therefore, the City is proceeding to the preparation of an appraisal in order to determine if an offer of purchase can be made.

Funding for the appraisal contract is in project PBE04FI105, Fund 29162, Dept Id 14200404, Account 508000. Funding source is 2004 Bond Election. The fire station will be built in District 6.

Should you require further information you may reach Robert Ramirez or myself at 541-4853.

RWS**RALPH SELLERS & ASSOCIATES**

200 Bartlett, Suite 115 • El Paso, TX 79912
915-581-1508 • Fax 585-2327

Curtis R. "Pete" Sellers, GAA, TX & NM St. Cert.
Sharon Monsen, TX & NM St. Cert.
Beverly Sellers, TX St. Cert.

June 16, 2004

Mr. Alfonso Guerrero, Jr.
Procurement Analyst
Purchasing Department
P. O. Box 1919
El Paso, Texas 79999
Via Facsimile 541-4347

Reference: Lots 24 through 28, Block 1, Vista Commercial Park, El Paso, El Paso County,
Texas, PID V867-999-0010-2400

Dear Mr. Guerrero:

Thank you for the opportunity to submit a fee quote to appraise the above captioned property. It is my understanding the purpose of the appraisal is to estimate the market value of the fee simple interest. It is assumed the definition of market value you require is that used by agencies which regulate federally insured financial institutions. The use of the appraisal is to assist in the possible acquisition of subject for use for a fire station. The appraisal assignment will be in compliance of FIRREA and USPAP.

It is understood time is of the essence. Therefore, our fee to appraise this property will be \$1,500. Delivery of four original complete appraisal reports in a summary format on the property will be within five business days from our receipt of your authorization to proceed

If you have any questions, please feel free to call me. Thank you again for this consideration.

Respectfully,



Curtis R. "Pete" Sellers, GAA



June 15, 2004

Mr. Curtis R. Sellers
Ralph Sellers and Associates
200 Bartlett, Suite 115
El Paso Texas 79912
Via Facsimile: 915-585-2327

REF.: Request for Fee Quote for Appraisal Services for 1 Vista Commercial Park
24 to 28, Pine Springs, PID No. V799900102400.

Dear Mr. Sellers:

The City of El Paso has reviewed and evaluated the qualifications submitted by participating appraisal companies and has selected your firm to perform appraisal services to establish the fair market value for the property cited.

Please provide the City with your fee quote and the appraisal completion time. As in all appraisals, time is of the essence and will be highly considered with your fee quote by City staff. Expedition of the appraisal process is of the utmost priority.

Please provide your quote as soon as possible, but no later than Thursday, June 17, 2004 at 12:00 noon. Send your quote to the attention of Alfonso Guerrero Jr. , 2 Civic Center Plaza 7th Floor, Purchasing Department, Fax: 915-541-4347, e-mail: guerreroap@elpasotexas.gov. Quote may be received by mail, fax, e-mail, or hand delivery.

Sincerely,

A handwritten signature in black ink, appearing to read "Alfonso Guerrero Jr.", is written over a horizontal line.

Alfonso Guerrero Jr.
Procurement Analyst
City of El Paso
Ph: 915-541-4654



PURCHASING DEPARTMENT

P.O. BOX 1919

EL PASO, TEXAS 79999-1919

Ph: (915) 541-4308 Fax: (915) 541-4347

REQUEST FOR FIRM QUALIFICATIONS

The City of El Paso requires appraisals to establish the fair market value of the property listed below:
(A tentative fire station site)

(1 Vista Commercial Park 24 to 28, Pine Springs, PID No. V86799900102400)

Please furnish this office with your firm's qualifications for evaluation. Your standard appraisal qualifications are adequate. Please note that the selection of a firm will be based on these qualifications. Firm qualifications should include the following:

Please describe your business. Where is your business office located? How many years has your company been in the Real Estate Appraisal business? How many people are on your staff and what are their roles?

What familiarity and expertise do you and/or the members of your appraisal firm has in the El Paso real estate market?

What property types do you and/or your firm has the most appraisal experience? (Commercial, residential, industrial . . .)

Is your appraisal firm registered as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), or a HUB (Historically Underutilized Business)?

Provide at least three (3) references, preferably within El Paso County, that can attest to the quality and variety of services provided by your firm. Please include a contact name and telephone number with each reference.

Additionally, please submit a resume of qualifications for you and your appraisal staff citing the following criteria as they pertain to your specific situation:

1. Professional designations.
2. Organizations affiliated with, either directly or indirectly, in relation to the appraisal profession.
3. Educational background, including recognized course work specifically in the real estate field.
4. Experience regarding the property types to be appraised, expert witness in eminent domain proceedings, and before and after appraisal for just compensation.
5. Geographic area of expertise.
6. Experience in performing Review Appraisals.

Please provide your qualifications to my attention **no later than noon (12:00 pm) June 8, 2004**. You may provide your qualifications to my attention, via facsimile, at 915-541-4347 or e-mail guerreroap@elpasotexas.gov. If you have any questions or require additional information regarding this matter, please call me at 915-541-4654.

Sincerely,
Alfonso Guerrero, Jr.
Procurement Analyst